

# IDAHO MODULAR BUILDING ADVISORY BOARD MEETING

**Monday – February 11, 2008 – 9:00 A.M.**

**Division of Building Safety  
Board Conference Room  
1090 East Watertower Street, Meridian, ID**

*NOTE: The following report is not intended to be a verbatim transcript of the discussions at the meeting, but is intended to record the significant features of those discussions.*

The meeting was called to order by Chairman Ken Roche at 9:03 a.m. on Monday, February 11, 2008.

## **Board Members Present:**

Ken Roche, Chairman  
Rick Murdock, Vice Chairman  
Marcus Alley, Secretary  
Robert “Chuck” Bleth  
Wayne Hanners

## **DBS Staff Members:**

Kelly Pearce, Administrator  
Steve Keys, Deputy Administrator, Operations  
Jack Rayne, Building Bureau Chief  
Renee Bryant, Administrative Assistant 2  
Brandee Pasborg, Office Specialist 2  
Danielle Lefler, Administrative Assistant 2  
Kirk Weiskircher, Financial Specialist, Principal  
Bill Hatch, Public Information Officer  
Al Caine, Licensing & Compliance Manager  
Lisa Stover, Plans Examiner  
Arlan Smith, Plans Examiner  
Melinda Doan, Technical Records Specialist

### **♦ Open Forum**

Scott Adamson, Northwest Building Systems, requested an update on upcoming/pending Electrical and/or Plumbing legislation pertaining to the modular industry.

### **♦ Approval of the February 11, 2008 Agenda**

Jack Rayne requested “Modular Building Program Activity Report” and “Tri-State Agreement” be added to the agenda under “Informational”.

**MOTION:** Rick Murdock made a motion to accept the agenda with the additions. Chuck Bleth seconded. All in favor, motion carried.

### **♦ Approval of the December 3, 2007 Board Meeting Minutes**

**MOTION:** Chuck Bleth made a motion to approve the December 3, 2007 minutes. Marcus Alley seconded. All in favor, motion carried.

### **♦ Financial Report**

Kelly Pearce introduced Kirk Weiskircher as the Division’s new Financial Specialist, Principal.

Kirk Weiskircher reviewed the financial report with Steve Keys providing a historical background on the original budget.

◆ **Tri-State Reciprocity Meeting**

Idaho, Washington and Oregon staff met in Pendleton, Oregon to discuss possible improvements/upgrades to the Tri-State Reciprocity Agreement.

A comparison of the original and proposed agreements ensued. Additions, deletions and/or changes were made to the following sections:

- Recitals - 2nd paragraph.
- Definitions - 2 & 3.
- Duties and Responsibilities of Manufacturers - 2 & 4.
- Duties and Responsibilities of the Manufacturing State - 2, 4 & \*Note.
- Duties and Responsibilities of the Receiving State - 3.
- Duties and Responsibilities of the Secondary Plan Review - 2.
- Standards for Inspections and Plan Reviews - 1.
- Suspension and Termination - 1, a, b, c, & 2.
- Sufficient Appropriation by Legislature Required.
- Hold Harmless.
- Miscellaneous Provisions - 5.

**ACTION:** Jack Rayne to contact Washington and Oregon; addressing their procedures in allowing Idaho units into their states.

**ACTION:** Ken Roche requested the Tri-State Reciprocity Agreement be addressed at the April 28, 2008 meeting.

◆ **Modular Building Program Activity Report**

A new report was presented by Jack Rayne. The report included the number of permits/insignias issued, number of building/energy inspections and the number of man-hours for inspections and plan reviews.

**ACTION:** Jack Rayne to prepare this report for all future meetings.

**ACTION:** For the April 28, 2008 meeting, the Bureau to create a report illustrating the industry's trend in 2005/2006.

**ACTION:** Ken Roche requested Jack Rayne expand on the report; affirming the number of plan reviews from outside the tri-state process.

**ACTION:** Prior to the April 28, 2008 meeting, Ken Roche to supply the Division with CMJ's review procedures/qualifications.

◆ **Out-of-State/Third Party Inspection Process**

Steve Keys addressed the intent of the Idaho Code, stating third party inspectors would work for DBS on a contract basis rather than for manufacturers.

**ACTION:** At the April 28, 2008 meeting, the Division to bring suggestions on qualifications for Idaho based contract inspectors.

◆ **Administrator's Report**

Residential Building Trade – The Southwest Idaho Builders Association released a study, based on last calendar year, in which 4600+ homes were built in the valley. There are areas throughout the state where the industry is still booming, however; as a whole, the state is seeing dramatic deterioration in the construction industry.

Board Room Reconfiguration - The room has been reconfigured with portable units in a u-shape setting for the Board and audience seating.

Rule-Making Process - House Leadership introduced a bill restricting the rule-making abilities of Boards and Agencies. If this bill were to pass, it would require future rule-making to always be accomplished through negotiated rule-making process.

Open Meeting Laws – The Division is creating a training DVD for all Board Members. The DVD will consist of statements from Roberts Rule of Order, ethics background and Idaho's Open Meeting Laws.

◆ **Legislation**

The Division was unclear of Scott Adamson's legislative request; therefore, Mr. Adamson to meet with Steve Keys at a later date.

◆ **Meeting Date**

The next meeting will be Monday, April 28, 2008, 9:00 a.m., at the Division of Building Safety's Meridian office.

◆ **New/Old Business**

Civil Penalties – Al Caine addressed the possibility of adopting civil penalties for individuals not complying with the statutes and/or administrative rules.

**ACTION:** Al Caine requested "Civil Penalties" be added to the April 28, 2008 agenda.

**ACTION:** Al Caine to provide a draft rule to the April 28, 2008 meeting.

**MOTION TO ADJOURN:** Chuck Bleth moved to adjourn the meeting. Rick Murdock seconded. All in favor, motion carried.

Meeting adjourned at 12:08 p.m.

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KEN ROCHE, CHAIRMAN  
MODULAR BUILDING ADVISORY BOARD

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C. KELLY PEARCE, ADMINISTRATOR  
DIVISION OF BUILDING SAFETY

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DATE

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DATE